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IN REPLY PLEASE REFER TO:
16:CPO/081

March 31, 2016

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Request for Proposals No. PMB-2016-02, Addendum No. 2

Property Management, Maintenance and Resident Services for Federal and State Low-Income Public Housing Properties under Asset Management Project 46 on the Island of Oahu

This Addendum No. 2 is to amend the RFP as follows:

1. The Smoking Policy requirement listed as item g. in Paragraph 3. Administrative Policies on page 32 is hereby deleted under the Scope of Work, Section 2 of the RFP. Paragraph 3 is amended to read as follows:
 - “3. The Successful Offeror shall maintain its own written policies that, at a minimum, address the following:
 - a. Drug Free Workplace Policy;
 - b. Sexual Harassment Awareness in the Workplace Policy;
 - c. Non-Violence in the Workplace Policy;
 - d. Standards of Conduct;
 - e. Fair Housing Policy;
 - f. Language Access Policy;
 - g. Safety Plan or Policies; and
 - h. Procurement Policy and Procedures.

The Successful Offeror shall provide written documentation not later than 15 days after the notice to proceed that all staff are informed of its requirements and their agreement to comply with said policies. The Successful Offeror shall be solely responsible for the conduct of their employees and for their compliance with its administrative policies.”

2. A new subparagraph x. is added to Paragraph 2. Personnel on page 31 as follows:

“x. Smoking of tobacco or any other plant materials is strictly prohibited on HPHA properties. The Successful Offeror shall agree and adhere to this no-smoking prohibition while on HPHA property. Such violation may be considered a breach of the resulting Contract and result in suspension or termination.”

3. The Smoking Policy requirement listed as item g. in Paragraph 3. Administrative Policies on page 58 is hereby deleted under Proposal Forms and Instructions, Section 3 of the RFP. Paragraph 3 is amended to read as follows:

“3. The offeror shall submit the following written policies with their proposal (copy onto a CD-ROM or USB Drive):

- a. Drug Free Workplace Policy;
- b. Sexual Harassment Awareness in the Workplace Policy;
- c. Non-Violence in the Workplace Policy;
- d. Standards of Conduct;
- e. Fair Housing Policy;
- f. Language Access Policy;
- g. Safety Plan or Policies; and
- h. Procurement Policy and Procedures.”

4. All other terms and conditions of the RFP, as amended, shall remain the same.

Please contact Ms. Tammie Wong, RFP Coordinator, at (808) 832-6090 should you have any questions. Thank you.

